



CITY OF CRANDALL

JOB DESCRIPTION

JOB TITLE: Development Services Director

FLSA: Exempt

JOB CLASSIFICATION: Administrative

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Under the direction of the City Manager, the Director of Development Services oversees all aspects of planning, zoning, permitting, inspections, and code enforcement for the City of Crandall. The position serves as the City's lead professional on land use, development, and growth management, providing guidance to the City Manager, City Council, Planning & Zoning Commission, and other boards. The Director manages pre-development processes with developers, ensures fair and consistent application of ordinances and development regulations, and oversees special districts such as Tax Increment Reinvestment Zones (TIRZ) and Public Improvement Districts (PIDs). This position plays a key role in shaping the City's future growth, ensuring high-quality development, and maintaining strong relationships with citizens, developers, consultants, and regional partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Planning & Zoning

- Manage and direct all current and long-range planning activities, including zoning, land use, subdivision review, and comprehensive planning.
- Serve as staff liaison to the Planning & Zoning Commission, Zoning Board of Adjustment, and other development-related boards; prepare reports, staff recommendations, and presentations.
- Review zoning cases, plat applications, site plans, and development proposals for compliance with the City's ordinances, regulations, and master plans.
- Recommend updates to zoning, subdivision, and development codes to ensure compliance with state law and alignment with best practices.

2. Permitting & Inspections

- Oversee the permitting process, building inspections, and construction standards to ensure efficiency, compliance, and customer service.

- Ensure development-related fees are reviewed regularly, remain competitive, and appropriately recover City costs.
- Direct the review of building plans, plats, and site development applications for compliance with codes, ordinances, and adopted plans.

3. Code Enforcement

- Oversee code enforcement operations, ensuring fair and consistent application of ordinances.
- Establish proactive approaches to property maintenance and community appearance.

4. Development Services & Pre-Development

- Coordinate and lead pre-development meetings with builders, developers, engineers, and architects; ensure clear communication of City requirements and expectations.
- Serve as the primary point of contact for developers throughout the development review process.
- Develop and maintain strong working relationships with the development community, providing guidance on City policies and procedures.

5. Special Districts (TIRZ, PIDs, etc.)

- Manage and oversee the creation, administration, and financial monitoring of TIRZs, PIDs, and other development-related districts.
- Coordinate with consultants, developers, and legal/financial advisors to ensure compliance with agreements and statutes.
- Provide regular updates and presentations to City Council on district activity and performance.

6. Policy & Strategic Planning

- Advise the City Manager and Council on planning and development policies; recommend strategies for sustainable growth and quality development.
- Lead and implement updates to the City's Comprehensive Plan and related development policies.
- Monitor state and federal legislation related to land use, zoning, building codes, and development finance; recommend ordinance or policy changes as needed.

7. Administration & Department Management

- Prepare and manage the Development Services Department budget.
- Recruit, train, supervise, and evaluate departmental staff, including planning, permitting, inspections, and code enforcement personnel.

- Develop and implement departmental policies, procedures, and customer service standards.
- Oversee consultant contracts and third-party service providers related to development services.
- Assist in the development for the annual budget.

8. Community & Intergovernmental Relations

- Represent the City in meetings with developers, community organizations, regional agencies, and the public.
- Provide professional guidance and presentations to City Council, commissions, and boards on planning and development issues.
- Promote transparency, fairness, and accountability in all development-related processes.

9. Other Duties

- Support the City's strategic initiatives, organizational goals, and customer service culture.
- Perform other duties as assigned.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE

1. Bachelor's degree in Urban Planning, Public Administration, Business Administration, or related field (Master's preferred).
2. Five (5) years of progressively responsible municipal planning/development experience, with at least five (3) years in a supervisory or management role.
3. Experience managing development review processes, planning and zoning functions, and development-related financing tools (TIRZ/PIDs) required.
4. AICP (American Institute of Certified Planners) or related certification preferred.

LICENSES AND CERTIFICATES

1. Valid Texas Class C Driver's License required.
2. Certification as a Certified Public Manager (CPM), AICP, or related professional credential preferred.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of planning, zoning, subdivision, permitting, and code enforcement processes.
2. Knowledge of Texas development statutes, building codes, and related laws.
3. Strong working knowledge of TIRZ, PID, and other development financing mechanisms.
4. Ability to read and interpret development plans, plats, and construction documents.
5. Strong communication skills, both oral and written, with ability to present to boards, Council, and the public.
6. Ability to manage staff, consultants, and contractors effectively.
7. Strong customer service orientation, with ability to balance developer needs with community interests.
8. Ability to establish and maintain positive relationships with residents, developers, contractors, and elected officials.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

1. Work performed primarily in an office environment, with field inspections as needed.
2. Attendance at evening and weekend meetings (including Planning & Zoning Commission and City Council) required.
3. Tasks involve frequent sitting, standing, and use of a computer; occasional light lifting up to 20 pounds.